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Security Information

25 June 1953

MEMORANDUM FOR: The Deputy Director (Administration)

SUBJECT: Agency Policy on Duration of Tour of Duty Abroad

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1. [REDACTED] of the Office of General Counsel has called my attention to the fact that Agency Regulations apparently contain absolutely no statement of policy concerning the required or normal duration of a tour of duty abroad. If my recollection is correct, there has been a policy on this matter which was once reflected in an old OSO Regulation and in certain written agreements which the Personnel Office, formerly, at least, required new applicants to sign.

2. In addition, when I was Chief, Finance Division, we used to rigidly enforce a two year tour of duty abroad as a basic requirement for eligibility for return travel to the United States at government expense excepting when earlier travel was performed in accordance with orders issued for the convenience of the Agency.

3. Lastly, as Special Contracting Officer, I formerly endeavored to require a tour of two years in every contract for Headquarters-controlled agent personnel. Each such contract contained a penalty clause forfeiting return travel benefits in the event the two year requirement was unilaterally breached by the individual.

4. It is obvious that any Agency policy on tour of duty abroad not only has an important place in the overall Agency personnel program but has significant effect upon the financial payments made by the Comptroller's Office and upon the contracts and commitments entered upon by the Agency.

RECOMMENDATION

1. It is recommended:

a. That a suitable Agency policy be developed as to duration of tour of duty abroad, and that it be formalized in an Agency Regulation.

b. That care be taken to ensure that the Regulation is sufficiently flexible to provide for such deviations and exceptions as may be warranted under unusual circumstances.

c. That the Regulation be sufficiently comprehensive to set forth any implementing personnel procedures necessary and establish the related responsibilities of the Comptroller and the Special Contracting Officer.

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cc - [REDACTED] OGC

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Special Assistant to the
Deputy Director (Admin.)

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